

FY 04 Homeland Security Grants  
for Cities and Counties  
General Grant Guidance

*Funding may be used in any of the following four categories: (1) equipment; (2) planning; (3) training; and (4) exercise. Specific allowable costs are contained within Office for Domestic Preparedness (ODP)' guidelines at <http://sema.dps.mo.gov/terrorism.htm>. These grant funds may not be used for purchases except as on the list.*

1. This is a reimbursable grant program. No match is required.
2. Completion of the Grant Application is **mandatory** in order to receive your allocation. Furthermore, if your jurisdiction did not participate in the Statewide Assessment last October, completion of the Assessment is also required. You will be contacted upon approval of your application to complete the Assessment process.
3. Once the grant application is approved, subgrantees will receive a Funding Approval Notice with a full Grant Package including Reimbursement Instructions and Forms.
4. Applicants are required to submit detailed line item budgets. All four budget categories must be addressed.
5. Applicants must submit justification for their grant request. If no money is requested in a particular budget category, the rationale behind that must be addressed as well.
6. When budgeting for equipment, avoid purchasing equipment that requires a higher level of training than you can achieve.
7. Consider long term requirements for any major equipment purchases such as maintenance costs, training, and sustainment costs. Personnel and bricks-and-mortar costs are not reimbursable.